

***City of Gresham  
Gresham Arts Festival  
Saturday, July 18, 2015***

***Rules for Participation and Condition of Entry***

By applying to the Gresham Arts Festival you are agreeing to receive notices from the City of Gresham via email; this is the primary communication tool the Gresham Arts Festival uses.

**Jury Process**

The Gresham Arts Festival is a juried event. Spaces are limited in each particular medium. Artists are encouraged to apply early; applications will be juried upon submission until each medium is filled.

Artists are accepted with a majority vote by a five-member jury as space allows in each medium. The jury votes based on the quality of the artist's submitted work and not based on prior knowledge of artist or artist's previous participation. You will be notified of the jury's decision within approximately three weeks of your application submission. The jury may ask qualifying artists to be on a wait list.

Artists may apply in multiple categories, but only one medium is allowed per booth. Photos should be representative of their current work and not photos of previously submitted work.

Submitted photos of your art work will not be returned. Submitted images of artists' works may be used on the Gresham Arts Festival website and in event advertising efforts. Photos should be of current work and not photos submitted for previous shows.

**Exhibit Fee**

The **\$95 exhibit fee** includes your booth space and publicity for the Gresham Arts Festival and is due upon notification of acceptance. Payment options and instructions will be emailed to you. Artists may pay the exhibit fee with check, money order, credit or debit card, or e-check. Payment is not accepted over the phone.

The City offers a quick and easy payment option for artists interested in paying their exhibit fee online through Official Payments, a third-party automated payment service that accepts Visa, MasterCard, and Discover as well as debit cards and e-checks. Official Payments charges a **\$2.95 fee** for online payments.

A **\$25** fee will be charged on any check returned by the artist's bank.

### **Booth Space**

Booth size will be 10x10 and Artisans must be present at the booth or have a designated representative. Only one artist per booth is permitted.

Each artist is responsible for insurance coverage on his or her booth and its contents.

Artisans must furnish their own tables, canopy or other materials needed for the space.

Canopies cannot exceed booth size; no canopies over 10x10 are allowed. Canopy material must be fire resistant and/or fire-retardant and proof provided to the fire inspector upon request.

No artist pets are allowed in or around the artist booths.

### **Set Up/Take Down and Hours of Operation**

Artists will be able to begin setting up their booths at 6 a.m. the day of the event. Set up must be completed by 8:30 a.m. on the day of the Gresham Arts Festival.

Artists' Vehicles must be moved to the exhibitor parking lots before the show begins. Artists will abide by all local fire and police regulations and direction. Any vehicle remaining in the show area or fire lanes during Gresham Arts Festival hours will be towed at the owner's expense.

The artist's booth must be open and staffed during the hours of 9 a.m. to 5 p.m.

Tear down of the booth may begin after the conclusion of the Festival at 5 p.m. All exhibits must be removed by 7 p.m.

**Please proceed to *Artists' Waiver and Hold Harmless Agreement* to complete the application process.**